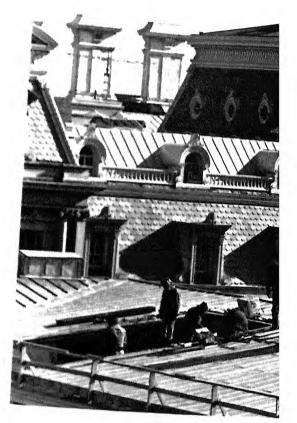


At one time, dozens of agencies were involved in carrying out the government's internal business, such as buying supplies, constructing buildings, providing computers and communications, and keeping records.

But in 1949, adopting the recommendations of a presidential commission, Congress created one agency—the General Services Administration (GSA)—to handle the government's internal business affairs.

As the functions of government have become more complex, its necessary internal business has grown too. Today, GSA is an agency of over 37,000 people. It is organized like a large corporation in order to manage effectively the multibillion dollar annual business of government.

Architect, builder, landlord



Providing work space for more than 800,000 federal workers is one of the tasks of GSA. It Public Buildings Service is responsible for designing, constructing, protecting, and maintaining our federal buildings.

This service manages almost 10,000 building from small rural structures to giants like the Pentagon in Washington, D.C. No matter whi size the building, there is a common concern for energy conservation, firesafety, environmental protection, safe and healthy workspace, accessibility for the handicapped, and overall efficiency. For example, in heating, cooling, and lighting buildings, GSA has cut energy consumption by almost one-third in the

last few years. And the Public Buildings Service has become a recognized leader in such emerging fields as use of solar energy in office buildings, systems building, and high-rise firesafety.

Service programs run the gamut of the building sciences: architecture, engineering, space planning and design, construction management, landscaping, buildings operation, maintenance and repair, and restoration or preservation of historic buildings.

Telecommunications and computer specialist



With national programs as large and con as Social Security and income tax, the g ernment relies increasingly on the latest puters and communications systems to timit and process vast quantities of inform The Automated Data and Telecommunical Service of GSA is responsible for seeing the government obtains this equipment a related services as efficiently and econor ically as possible.

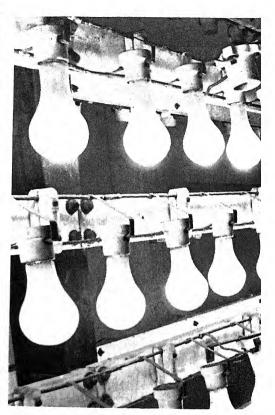
For example, this service operates, for federal use, the world's largest private telephone network, with more than a million telephones in over 2,000 locations throughout the 50 states, Puerto Rico, and the Virgin Islands. In 1978, the network saved about \$200 million of tax-payers' money.

This service also reviews planned computer purchases and leases and suggests cost-saving moves. Last year it awarded 295 contracts for automated data processing equipment and services at a savings of about \$203 million.

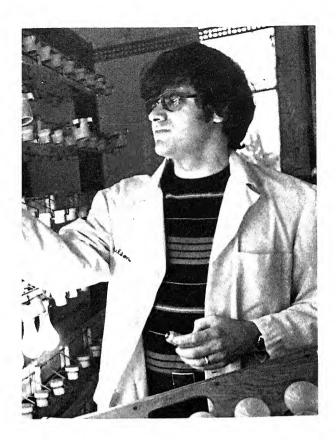
Citizen privacy is also a concern. Recently, changes were made in the federal teletype and data communications network to guard against unauthorized access to personal information stored in the Social Security, Medicaid, and Medicare computers.

The telecommunications service is the federal disaster communications coordinator and maintains special emergency communications teams throughout the country. It also provides "secure" communications to federal agencies such as the Drug Enforcement Administration and the U.S. Customs Service.

Wholesaler, expediter, retailer



Buying, storing and distributing all that's needed for day-to-day government work job of the Federal Supply Service in GS/Some of the 4.2 million items on its shop list are pencils and paper, typewriters, cafurniture, tools, light bulbs, paints, and hold appliances. It also obtains services calculator repairs to carpet cleaning. Last Federal Supply spent about \$3 billion on half of other agencies and, at the same t saved about \$725 million by centralized buying.



Through special procurement procedures, this Service channels millions of federal dollars into areas of high unemployment and attempts to create new opportunities for small, minority, and woman-owned businesses. It also purchases items from workshops for the handicapped and from Federal Prison Industries. In 1978, purchases from firms in labor surplus areas amounted to \$925 million and from small and minority-owned businesses, \$622 million.

To handle storage, distribution, and retailing, Federal Supply has warehouses around the country, a chain of retail office-supply stores in federal buildings, and a computerized ordering and delivery system.

Archivist, librarian, publisher, records expert

Who is



The National Archives and Records Service GSA is the guardian of the nation's most procious documents, such as the Constitution at the Declaration of Independence, helper to Americans seeking information about their pasts, and the foe of unnecessary government paperwork.

As preserver of the nation's history, the Archives displays important documents and e courages citizens to understand and use the Last year about 1.8 million Americans receive family history and other information from Washington, D.C., and the 11 regional archives. Popular and scholarly publications to citizens about resources in art, films and tapes, and official records.

Seven established presidential libraries and one under construction keep and display important papers and mementos from past administrations. About a million and a half visitors a year tour these libraries.

A daily newspaper, the *Federal Register*, prints government regulations and determinations for the benefit and information of federal agencies, businesses, and consumers.

As the watchdog of government paperwork, the Archives and Records Service copes with the present mountains of paper and acts to curb future excesses. To accomplish the first, the Service has an intensive "throwing away" campaign with goals and deadlines. To keep paper under control, federal managers are trained to simplify or eliminate paperwork. The Service also provides temporary or permanent storage for records not currently needed in federal offices.

Who is

Realtor, repair and disposal expert, stockpiler



The Federal Property Resources Service is responsible for disposal of government real estate, re-use and sale of federal personal property (from typewriters to old ships), and management of the national stockpile of strategic and critical materials.

Excess land may be donated for public recreation or airports or sold to developers who will penefit the locality by providing jobs. Prior to he sale, this service makes sure the proposed se will not adversely affect the environment. In 1978, disposal action was completed on 347 arcels of excess and surplus real property alued at roughly \$189 million.

/orn or broken items ranging from office furture to calculators are repaired for reuse ithin the government or, if unneeded, doated to eligible public or private agencies or old. All sales are to the highest bidder. Projeds go to the U.S. Treasury.

nis service also stores, inspects, and mainins the national stockpile of strategic and tical materials, held to protect U.S. industry in a sudden cutoff during a war or off tional emergency. Currently, the lds 95 commodities at 114 lowers the country and has a manue of over \$11 billion.